

February 19th, 2026 NHSNA Board Meeting Minutes

Meeting Start time 4:30 PM Meeting End time: 5:43PM

Attendance

Pamela DiNapoli, President -**present**

Laurie Fleming, Past-President

Meg Jenkins, NASN Director- **present**

Anna Cook, Secretary -**present**

Pam Clay-Storm, Treasurer- not able to attend

Charlene McCarron, Member at Large - **present**

Colleen Roy, Member at Large -**present**

Martha Judson, Continuing Ed

Lisa Mantz, Continuing Ed -**present**

Jeanamarie Lopez-Carrasco, Continuing Ed- **present**

Lynne Butler, Scholarships -present

Heather Ann LaBier, Hospitality/Sunshine -**present**

Sharon Gamache, Legislation -**present**

Emily LaJoie, Rep to CYCC

Staff and Guests

Paula MacKinnon, Webmaster -**present**

Nancy Wells, Executive Administrator not able to attend

Linda Compton, Past Board Member

Guests - none present

Quick recap of the meeting by AI notetaker:

The board meeting focused on several key updates and discussions, including the retirement of Nancy and Paula's appointment as Interim Executive Director. The board acknowledged Nancy's many years of service and discussed plans to recognize her contributions at the upcoming spring conference- Nancy will not be able to attend the spring conference. They also reviewed the process for selecting the School Nurse of the Year, considering ways to make the criteria and selection process more transparent to members. The group discussed regional meetings, with interest in holding them quarterly, and explored ways to coordinate and promote these events. Additionally, they reviewed plans for the spring conference, including vendor arrangements, speaker recruitment, and merchandise options, with a focus on high-quality apparel and potential items for the New England School Nurse Conference.

Opening remarks by President Pam Dinapoli: Pam updated the board on the retirement of Nancy and Paula's appointment as Interim Executive Director through August. The board acknowledged Nancy's many years of service & how to celebrate Nancy.

Meeting with Commissioner

Pam D shared that the meeting with the commissioner went well. Nancy and Pam met with the commissioner once and then they met with the bureau chief of certification. The commissioner is a lovely woman, Katelyn Davis, and is very supportive of school nurses, and would like to see a way to get the nurse consultant position back & does not respect that the previous commissioner eliminated that position. She would like to see how to get it back into legislation. One way would be to introduce in a bill this legislation session or the second is next year introduced into the budget. Pam talked with our legislator - he said it's best to do it next year as a line item for next year's budget- that is what we are thinking of doing and the commissioner is very supportive and after talking to her about all issues of certification she suggested we meet with the bureau chief. She recommended that Pam & Nancy meet with the bureau chief - they met with Steve Applebee the following week- they got a little further. Their understanding of clinical practice doesn't include school nursing. They don't think school nursing is a clinical site. Clinical experience is any experience that uses nursing judgement-pediatric experience or related experience- have to look at whether you use nursing judgement. They have awarded certification to two people after that. Still question of why do I have to be certified. Trying to get nurses to understand that certification is an advanced acknowledgement that you have a speciality practice. They are working with the board of nursing & DOE to work on what certification means. Pam is saying we are the liaisons. Working out a relationship with the DOE.

Secretary/Meeting Minutes & Annual Spring Meeting Annual Reports Document:

January Meeting Minutes approved. Meg motioned to approve. Jeanna seconded. All in favor of approving January minutes.

Paula created an annual report document for board members & committee members to add their report too. Please keep your report short.

[w 2026 Annual Report.docx](#)

Also discussed was for the secretary to document motions made during board meetings in separate documents from minutes to be able to reference quickly and also because we will be using AI to help document minutes.

Treasurer Report:

Checking balance: Savings balance:

Discussed having a treasurer role extended another year as a training year- Pam has already extended her term. Could have the role of "past treasurer" like past president to be a resource to the new treasurer.

AI Minutes Meeting Summary:

Nancy's Retirement and Certification Updates

The group discussed Nancy's retirement and Paula's appointment as Interim Executive Director through August. They explored ways to acknowledge Nancy's service. Pam reported on meetings with the commissioner and Bureau Chief of Certification regarding school nurse

certification, noting progress in understanding clinical experience requirements but ongoing challenges in explaining the certification process to school nurses.

School Nurse Certification Legislation Discussion

The board discussed school nurse certification requirements and costs, with Pam sharing insights from a conversation with a nurse who was unaware of key concepts like HIPAA and FERPA. They agreed to pursue legislation that would allow the Department of Education to write rules for nurse certification, rather than having the department interpret existing language. The board also approved January meeting minutes and discussed upcoming officer elections, deciding to potentially extend Pam's term as treasurer while changing some positions to three-year terms. Paula reported on website access issues at recent regional meetings and demonstrated new Google Workspace features for managing NHSNA communications.

Regional Meetings and Website Access

The group discussed challenges with website access and regional meetings. Paula clarified that while the main website is open to everyone, certain content is restricted to members. Pam reported positive feedback from recent regional meetings, with attendees expressing interest in quarterly meetings. The group agreed to create a survey to gauge interest in regional coordinator roles and identify preferred meeting locations. They also discussed the potential for regional lunch gatherings at the upcoming state conference. Charlene said interested in helping to coordinate regional meetings.

Regional Meetings and Medicaid Billing

The board discussed organizing regional meetings, with Paula offering to create a survey and add a question to the job form about board membership. They agreed to hold the next meeting in Concord. Pam and Meg shared their experiences coordinating previous meetings, highlighting the importance of informal networking and finding suitable venues. Paula also brought up concerns about school nurses not billing for Medicaid, suggesting it could be a source of funding for school nurse positions. The board discussed the possibility of scheduling a meeting with Heather Clogston, the head of Medicaid to Schools, to learn more about transitions and billing processes.

Medicaid Billing and Standards Review

The group discussed Medicaid billing for school nurses, with Anna explaining that special education departments typically handle billing and noted differences between districts. They agreed to schedule a meeting with Heather to learn more about nursing-related Medicaid billing. Paula presented a draft revision of the standards of delegation document, which has not been updated since 2022, and proposed forming a task force to review and clarify the guidelines. The group also discussed the Essentials conference, with Pam reporting that they have identified gaps and are working on recruiting speakers. Finally, Colleen announced that Meg was chosen as the School Nurse of the Year for 2023, and they plan to present the award to her soon.

School Nurse Award Process Review

The group discussed the process for selecting the School Nurse of the Year, with Colleen raising the idea of making the scoring process more transparent to members- to let members know by informing them that names are redacted from application so committee members are not biased when reviewing nominations of candidates. Paula explained that this topic of concern of board members nominating & winning had been raised before, but the suggestion to exclude board members from winning was voted down. The committee, consisting presently of Colleen,

Anna, Jeanna, and Renee, uses a rubric to score nominations without knowing the identities of the nominees. The group agreed to clarify the process for members after the winner is announced at the meeting. Additionally, Colleen expressed concerns about her upcoming spring conference, acknowledging the support of her team and the need to finalize a contract with a presenter.

Spring Conference Vendor Planning Meeting

The group discussed spring conference planning, with Colleen noting it was too early to think about the menu and AV setup. Paula reported having 6 paid vendors, though she expected more to confirm, and mentioned that St. A's would handle laptop and microphone management during the summer conference. The team discussed various vendor arrangements, including ConvenientMD doing both spring and fall events. Colleen confirmed she would be at the conference, and Paula mentioned she would take on a specific role again. The group also discussed the Barbara French Award, which Heather offered to arrange, and reviewed t-shirt options with Premier Printing offering a 10% discount on orders of 15 items or more. Reminder to sign up to help on the sign up sheet for Spring Conference.

✚ Members helping at the April 11th, 2026 Spring Conference

Conference Merchandise Planning Meeting

The group discussed merchandise plans for an upcoming conference, with HeatherAnnLaBier presenting options for branded apparel including vests and long-sleeve shirts that would be sold through an online store with a March 13th order deadline and March 15th delivery. They agreed to use a \$400 budget plus profits to purchase items for both pre-orders and conference sales, with Paula offering to create an online store through Zephy. The group also discussed the Vermont Nurses Association's request to join their community Facebook page, which was approved by the board.

Vaccine Bill Defeat and Webinars

The group discussed the positive news that HB 811, a bill eliminating vaccine requirements, was killed. They noted that the Senate is likely to be more reasonable regarding Hep B requirements, and the governor opposes many vaccine bills. Paula mentioned a suggestion from a New England School Health cohort meeting, which will be discussed at the next meeting. The group also addressed upcoming webinars, noting low attendance for some and considering canceling a webinar on March 12th if registration doesn't increase. They agreed to give the presenter notice by the end of February if attendance remains low.

Membership/Communications

Paula MacKinnon

Paula shared the jotform she created for nominations for open board positions to be decided at spring conference- she will share jotform two weeks prior to spring conference to members.

<https://form.jotform.com/260474029862158>

Paula also shared Medicaid communication from:

Medicaid to Schools Transitions:

“We’ve also been working with several school professional organizations to enhance connections and support for districts statewide. Most recently, we partnered with the NH School

Administrators Association(NHSAA) to provide a session where our vendor, Fairbanks, gave a high-level overview of the CPE Model for Medicaid to Schools. This “Lunch and Learn” was presented on January 20th, and I highly recommend watching the recording to learn more about the CPE process. We will also be working with the NH Association of School Business Officials (NHASBO) to present at their March meeting. We anticipate continued conversations with these organizations and others, and as new opportunities arise, we will share them with you to ensure you have access to the latest information and resources. Paula, the NH School Nurses Association is one organization I haven’t been in contact with yet. I would love the opportunity to connect with you or other members of your organization if you’re interested. Our goal is to provide as much information as possible to support you during this transition.” Paula will let the board know when the meeting is for interested members to attend.

Executive Director

Paula shared the Draft Revision of Standards of Delegation & Current 2022 Standards of Delegation Document; Paula suggested would like to solicit a task force of four from our general membership to work on revising them.

[NHSNA Delegation 2022](#)

[Draft Revision of Delegation Guidelines](#)

Next meeting- discuss Meeting with NE School Health Cohort

Their DOE holds a wellness summit every year. Very well attended - Action Item - Paula to inform NH

DOE about Maine’s conference next year to bring a similar program back to NH. Wellness teams are

mandated. The last time NH DOE held a virtual conference was in 2023

Does the board want to include supporting Wellness Teams as a strategic goal for 26-27 school year? Is this a possible continuing ed

School Nurse of the Year

Colleen Roy

EDies is June 6, 2026 at the DoubleTree in Manchester. Who would like to present? Will need contact

information to give to EDies.

The committee met on February 16th, recipient chosen.

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board members from winning was voted down. The committee, consisting presently of Colleen, Anna, Jeanna, and Renee, uses a rubric to score nominations without knowing the identities of the nominees. The group agreed to clarify the process for members after the winner is announced at the meeting.

Legislation

HB 1811 Eliminating all vaccine requirements, was killed in the house.

HB 1719 Eliminating Hep B passed house and sent to finance committee

HB 1584 Mandatory exemption notice passed house and sent to finance committee

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Continuing Ed Essential 2026 at St. Anselm

Meg Jenkins liaison with Saint Anselm Committee & NHSNA Continuing Ed Committee

Continuing Ed committee met and reviewed grid to be sure “essentials” covered for summer conference in breakout sessions

Next Saint A's committee meeting March 5th

Cont. Ed Spring Conference

Colleen Roy

Colleen expressed concerns about her upcoming spring conference, acknowledging the support of her team and the need to finalize a contract with a presenter.


One outstanding speaker contract—Colleen has contacted her and it should be received soon.

Sign up for tasks has some openings:

Vendor update - Paula

Registration update - Paula 5 Paid 7 free

The group discussed spring conference planning, with Colleen noting it was too early to think about the menu and AV setup. Paula reported having 6 paid vendors, though she expected more to confirm, and mentioned that St. A's would handle laptop and microphone management during the summer conference. The team discussed various vendor arrangements, including ConvenientMD doing both spring and fall events. The group also discussed the Barbara French Award, which Heather offered to arrange, and reviewed t-shirt options with Premier Printing offering a 10% discount on orders of 15 items or more. Reminder to sign up to help on the sign up sheet for Spring Conference.

 Members helping at the April 11th, 2026 Spring Conference

Cont. Ed Webinars

Anna Cook

March 5th: Diabetes - 92

March 12th: Wendy Wright: 5 paid, 6 Free

Upcoming webinars, noting low attendance for some and considering canceling a webinar on March 12th if registration doesn't increase. They agreed to give the presenter notice & also wait until after February break to make a decision to cancel the Mar 12 webinar. Suggestion for Paula to also advertise March 12 webinar on NASN site

Continuing Education: Regional Mtg

Scholarships

Lynne Butler

Hospitality/Sunshine

HeatherAnn LaBier

2026 NHSNA apparel: Pre-orders due March 13th

- \$50 for screen print set up (1 time cost)
- \$25 for embroidery set up (1 time cost)

Short sleeve grey - our cost \$13- sell for \$18

Long sleeve royal blue- our cost \$15- sell for \$20

Fleece vest grey - our cost \$34- sell for \$40

- We will get 10% off whole order
- With profits we should be able to cover set up fees after selling #15 units
- Do we want to purchase extra shirts to be sold at conferences? \$400 dollar budget to order extras.

NHSNA Shirt order information

HeatherAnn will look into other items for the New England Conference.

Barbara French Award Clock similar to last year.

The group discussed merchandise plans for an upcoming conference, with HeatherAnnLaBier presenting options for branded apparel including vests and long-sleeve shirts that would be sold through an online store with a March 13th order deadline and March 15th delivery. They agreed to use a \$400 budget plus profits to purchase items for both pre-orders and conference sales, with Paula offering to create an online store through Zephy.

Social Media

Lisa Therrien

The group also discussed the Vermont Nurses Association's request to join their community Facebook page, which was approved by the board.

Next steps

- [Pam D: Coordinate a private event/acknowledgment for Nancy's years of service, determine a date that works for her and inform the group.](#)
- [Paula: Send out a survey to membership about expectations and willingness to help organize regional meetings, including questions about location preferences and interest in being a regional coordinator.](#)
- [Paula: Add the role of regional coordinator to the board nomination \(jot form\) for the spring conference.](#)
- [Paula: Set up a meeting with Heather Clogston \(Medicaid to Schools\) for interested board members to discuss Medicaid billing transitions; schedule for a Wednesday at 3pm.](#)
- [Paula: Recruit and organize a task force to revise the Standards of Delegation document, including representation from different school levels \(e.g., elementary, high school\).](#)
- [Colleen: Complete and submit the EDIS "Chosen because" form for School Nurse of the Year and coordinate notification to the recipient and nominators.](#)
- [Colleen: Communicate the process/criteria for School Nurse of the Year selection to membership after the award is announced.](#)
- [HeatherAnnLaBier: Obtain pricing and order the Barbara French Award, ensuring it is of comparable quality to previous years.](#)
- [HeatherAnnLaBier: Finalize apparel order details \(shirts, vests\) and provide pricing/options to the board; collect pre-orders by March 15th and arrange for on-site pickup at the spring conference.](#)
- [Paula: Build an online store with Zephyr for apparel sales and include advertising/link in all spring conference communications.](#)
- [Paula: Send out another email to board members with the registration code for the spring conference.](#)
- [Paula: Send out another promotional push for the March 12th Wendy Wright webinar and monitor registration; if numbers remain low, send a virtual vote to the board after February break to determine whether to cancel, and notify Wendy Wright accordingly.](#)
- [Paula: Check if the Wendy Wright webinar is posted on the NASN calendar and, if not, post it to maximize registration.](#)
- [Colleen: Provide School Nurse of the Year information to Meg Jenkins by March 1st for NASN.](#)
- [Paula: Add discussion of New England School Health cohort and wellness team conference to the agenda for next month's meeting.](#)

Next Board Meeting March 19th 2026 4:30 PM Zoom